

Management Notice

U.S. MISSION DAR ES SALAAM VACANCY ANNOUNCEMENT NUMBER: 17/017

OPEN TO: All Interested Candidates/ All Sources

POSITION: Motor Pool Supervisor

OPENING DATE: February 5, 2018

CLOSING DATE: February 19, 2018

WORK HOURS: Full-time; 40 hours/week

SALARY: Ordinarily Resident (OR): FSN- 8; (Step 1- TZS 30,714,884 through Step 14- TZS 47,608,072 per annum)

Not-Ordinarily Resident (NOR): FP- 6*

***Final grade/step for NORs will be determined by Washington.**

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The US Mission in Dar es Salaam is seeking eligible and qualified applicants for the position of a Motor Pool Supervisor in the General Services Section.

BASIC FUNCTION OF POSITION

The incumbent is responsible for the management of all motor pool vehicles and operations for the Embassy and associated agencies. Directly responsible for fleet management and preventive maintenance of 80+ vehicles. Oversees the preparation of required reports, monitors fuel consumption and mileage, and ensures that procurement of parts, fuel and other automotive services are consistent with USG or local regulations. Personally coordinates motor pool operations in support of VIP visits. Incumbent has overall responsibility for motor vehicles safety program to include SMITH system training and DriveCam. Supervises and reports on any vehicle collisions/mishaps/accidents in Post. Directly supervises one Deputy Motor Pool Supervisor, three Dispatchers and three Mechanics. Provides second level supervision to 40+ drivers through the Deputy Motor Pool Supervisor.

MAJOR DUTIES AND RESPONSIBILITIES

Supervision (65%)

Directly supervises 1 Deputy Motor Pool Supervisor, 3 Motor Pool Mechanics, and 3 Dispatchers. Second level supervisor for over 40 full time drivers. Acts as a leader to all Motor

Pool staff. Conducts spot check on drivers and provides in-house training on standards and customer service. Oversees the DriveCam and SMITH System programs at post. Coaches Motor Pool drivers for Drivecam. Supervises incidental drivers in post and their related training needs. Point person on VIP motor pool needs. Supervises staff performance evaluation and timekeeping functions for all motor pool staff.

Fleet Management (35%)

Directly responsible for the management of over 80 vehicles in the motor pool, including light and heavy armored vehicles, all terrain utility vehicles, and passenger vehicles. Oversees inventory of all vehicles and vehicle records including registration and importation documents, procurement documents, fuel consumption and mileage, maintenance schedules, repairs and vehicle replacement records. Coordinates new vehicle acquisitions in accordance with standardization and USG regulations, and recommends vehicles for disposal. Prepare all required reports on various aspects of motor vehicles operations and maintenance as required by the GSO, including Mishap reporting. Provides guidance to Facilities Maintenance, GSO Housing/Shipping, and other sections that use motor pool. Assigns vehicles to these sections and provide guidance to ensure their compliance with motor pool vehicle policies.

QUALIFICATIONS REQUIRED

All applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

a. Education:

Completion of two-year college in Business Administration or related field is required.

b. Experience:

Three years of supervisory experience required. One year out of the three years must be in supervising drivers/dispatchers/vehicles is required.

c. Language:

Level IV (fluent) speaking and written communication in English and Kiswahili is required. (This will be tested)

d. Skills and Abilities

Valid driver's license is required.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities can be obtained on our [website](#) and/or by contacting the Human Resources Office DarRecruitment@state.gov.

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

1. AEFM / USEFM who is a preference-eligible U.S. Veteran*
2. AEFM / USEFM
3. FS on LWOP**

*** IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Employment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

HOW TO APPLY: Please ensure documents are in **Microsoft Word, JPEG, TIFF** and/or **Adobe Acrobat PDF** format.

SkyDrive, Zip files or Cloud files other than in above specified above will **NOT** be accepted and your application will be determined **invalid**.

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
2. Any additional documentation that supports or addresses the requirements listed above (e.g. resume, transcripts, degrees, etc.)
3. Copy of College certificate.
4. **For Tanzanian Nationals:** Copy of Passport, or National ID, or Voters ID
5. **For Other Nationals:** please attach current Resident/Work Permit and copy of valid Passport.

WHERE TO APPLY: Effective immediately only online applications will be accepted via DarRecruitment@state.gov

Applicants MUST follow instructions in the notice on the website.

When sending an online application, please indicate the position title in the subject line.

Failure to do so will result in an incomplete application.

Please note: The US Mission is not responsible for any reimbursement of transportation or relocation costs during the recruitment process.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age (below compulsory retirement age), disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term "child" shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**

- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.